

D. HELPFUL CONTACT INFORMATION

Department of Planning and Permitting (DPP)

Customer Service Division  
Permit Issuance Branch  
Frank Fasi Municipal Building  
650 South King Street, 1<sup>st</sup> Floor  
(808) 768-8220 (please leave a voice message)

Customer Services Division  
Building Permit Center  
Kapolei Hale  
1000 Uluohia Street, 1<sup>st</sup> Floor  
(808) 768-3123

Wastewater Branch  
Frank Fasi Municipal Building  
650 South King Street, 1<sup>st</sup> Floor  
(808) 768-8210

Land Use Permit Division  
Frank Fasi Municipal Building  
650 South King Street, 7<sup>th</sup> Floor  
(808) 768-8029

Honolulu Fire Department (HFD)

Frank Fasi Municipal Building  
650 South King Street, 1<sup>st</sup> Floor  
(808) 723-7094

Board of Water Supply (BWS)

Service Engineering Section  
630 South Beretania Street, 1<sup>st</sup> Floor  
(808) 748-5460

State Department of Health (DOH)

Wastewater Branch  
919 Ala Moana Boulevard, Room 309  
(808) 586-4294

Department of Land and Natural Resources (DLNR)

Bureau of Conveyances  
Kalanimoku Building  
1151 Punchbowl Street, Room 120  
(808) 587-0147

E. PERTINENT FORMS AND INSTRUCTIONS

Listed below are pertinent forms and other important information that is needed in order to adapt, build, or convert an ADU.

- 1. **ADU Public Facilities Pre-Check Form**  
<http://www.honoluluodpp.org/Portals/0/pdfs/construction/ADU%20Pre-Check%20Form.pdf>
- 2. **Internet Building Permit Application**  
<http://bit.ly/1KsKAYl>
- 3. **Additional Building Permit Information**  
[http://www.honoluluodpp.org/Portals/0/pdfs/construction/dpp\\_brouchure.pdf](http://www.honoluluodpp.org/Portals/0/pdfs/construction/dpp_brouchure.pdf)
- 4. **Basic Requirements**  
Information about lot size and zoning district:  
<http://dppweb.honolulu.gov/DPPWeb/default.aspx?PossePresentation=PropertySearch>
- 5. **ePlans Information**  
<http://www.honoluluodpp.org/OnlineServices.aspx>
- 6. **Access to ePlans**  
<https://eplans.honolulu.gov/projectdox/>
- 7. **Zoning Adjustment**  
Information for preparing and applying for a Zoning Adjustment:  
[http://www.honoluluodpp.org/Portals/0/pdfs/zoning/ADU\\_ZA%20Application%20Instructions.pdf](http://www.honoluluodpp.org/Portals/0/pdfs/zoning/ADU_ZA%20Application%20Instructions.pdf)
- 8. **Restrictive Covenant**  
Sample draft of restrictive covenant.  
[http://www.honoluluodpp.org/Portals/0/pdfs/construction/ADU\\_Restrictive%20Covenant%20with%20instructions\\_09-11-2015.pdf](http://www.honoluluodpp.org/Portals/0/pdfs/construction/ADU_Restrictive%20Covenant%20with%20instructions_09-11-2015.pdf)
- 9. **Additional Forms**  
Most forms relating to building permits can be accessed at:  
<http://www.honoluluodpp.org/ApplicationsForms/BuildingPermits.aspx>

Benefits of Accessory Dwelling Units

An increasing number of communities across the nation are allowing Accessory Dwelling Units (ADU), also known as granny flats and second units, within residential areas in order to increase their affordable housing supply.

ADUs offer a variety of benefits to communities. They create housing options that support workforce housing, provide flexible living arrangements for multigenerational families, and provide supplemental income for homeowners. ADUs also support sustainability because they are often conversions of underutilized space and consume less land than new single-family development on vacant land. Elderly and/or disabled persons who may want to live close to family members or caregivers, empty nesters, and young adults, find ADUs convenient and affordable.

As identified in the Affordable Housing Strategy, there is a major shortage of affordable housing on Oahu, especially for rental housing. ADUs can help address this problem by allowing existing homeowners to build or convert a legal second unit on their property.

This brochure is a **general guide**, please consult each agency for additional details and/or the latest amendments and changes. For more detailed information, visit our website:

<http://www.honoluluodpp.org/>

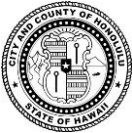
All information is subject to change.  
Revised March 2016

ACCESSORY DWELLING UNITS

A QUICK GUIDE TO BUILD A SECOND UNIT ON YOUR LOT



Department of Planning and Permitting



Kirk Caldwell, Mayor  
City and County of Honolulu

WHAT IS AN ADU?

An Accessory Dwelling Unit (ADU) is defined as a second dwelling unit that includes its own kitchen, bedroom, and bathroom facilities. It may be attached or detached from the primary dwelling unit on the zoning lot. ADUs are intended to be “accessory” to the primary dwelling, and are typically much smaller in size.

The ADU Ordinance was signed into law on September 14, 2015, by Mayor Kirk Caldwell. The purpose of this Ordinance is to allow ADUs as a permitted use in Residential and Country zoning districts and to encourage and accommodate the construction of ADUs, which will increase the number of affordable rental units and help alleviate the housing shortage in the City.

PROCEDURE TO ADD AN ADU

- Decide** what type of ADU fits your needs.
- Check** if you meet the basic requirements.
- Prepare** construction drawings.
- Apply** for a building permit.

A. WHAT TYPE OF ADU TO BUILD

An ADU can be attached or detached from the main dwelling. There are several ways by which an ADU can be added to a lot:

1. Addition to or alteration of an existing structure.
2. Construction of a new structure.
3. Recognition of an existing structure that was built without a building permit.
4. Conversion of an existing structure that exceeds the maximum floor area and/or cannot provide the minimum off-street parking (Zoning Adjustment required).

B. ADU BASIC REQUIREMENTS

Prior to applying for a building permit, check if the basic requirements to adapt, build, or convert an ADU on a lot are met.

BASIC REQUIREMENTS*		
1	The lot is zoned: R-3.5, R-5, R-7.5, R-10, R-20 or Country District.	<input type="checkbox"/>
2	Minimum lot area of 3,500 SF.	<input type="checkbox"/>
3	The lot is not landlocked.	<input type="checkbox"/>
4	The lot does not have more than one dwelling unit, i.e., more than one single-family dwelling, two-family dwelling, accessory ohana dwelling, guest house, multi-family dwelling, planned development housing, cluster, or group living facility.	<input type="checkbox"/>
5	Either the main dwelling or the ADU will be occupied by the property owner(s), the owner's family, or a designated authorized representative.	<input type="checkbox"/>
6	The owner(s) of the lot will record covenants running with the land with the Bureau of Conveyances or the Land Court of the State of Hawaii, or both, as is appropriate.	<input type="checkbox"/>
7	Private covenants do not prohibit ADUs.	<input type="checkbox"/>
8	The lot can fit one parking space in addition to the parking required for the primary dwelling unit. No parking is required if the lot is located within one-half mile of a rail transit station.	<input type="checkbox"/>
9	Floor area maximum: 400 SF (for lots with an area of 3,500 to 4,999 SF) and 800 SF (for lots with an area of 5,000 SF or more).	<input type="checkbox"/>
* For more detailed information, see Ordinance 15-41.		

There are three possible outcomes:

**Outcome 1:** If you meet all the requirements, proceed to Section C.

**Outcome 2:** If you do not meet any of requirements 1 to 7, you cannot build an ADU on your lot.

**Outcome 3:** If you are converting an existing structure into an ADU, AND you meet requirements 1 to 7, but do not meet either 8 or 9 or both, apply for a Zoning Adjustment (*refer to E*). Once the Zoning Adjustment is approved, proceed to Section C.

C. APPLYING FOR A BUILDING PERMIT

There are two ways to apply for a building permit. New buildings must file an application electronically through ePlans. Alterations or additions may submit a hard copy application. The One Time Review permit process is available for ADU. DPP recommends that Applicants complete the ADU Public Facilities Pre-Check Form prior to applying for a building permit.



ePlans Permitting Process

1. Complete an Internet Building Permit (IBP) application online.  
Tip: Note your IBP number.
2. Upload to ePlans:  
a. Construction drawings  
b. Other required documents
3. Pay fees to the Department of Planning and Permitting Wastewater Branch, State Department of Health, Board of Water Supply, and the Honolulu Fire Department (if needed) when contacted by each of these agencies.
4. Return signed building permit application with approved plans and required documents to the Permit Issuance Branch.
5. Pay building permit fees to the Permit Issuance Branch.
6. Building permit is issued.

Paper Permitting Process

1. Complete an Internet Building Permit (IBP) application online.  
Tip: Note your IBP number
2. Submit to the Permit Issuance Branch:  
a. Construction drawings  
b. Other required documents
3. Route construction drawings and building permit application to the Department of Planning and Permitting (DPP) Wastewater Branch, or State Department of Health, Board of Water Supply and the Honolulu Fire Department (if required), and the DPP Traffic Review Branch (if required) for review.
4. Pay fees to the DPP Wastewater Branch or State Department of Health, Board of Water Supply, and the Honolulu Fire Department (if needed) when contacted by each of these agencies.
5. Return signed building permit application with required documents to the Permit Issuance Branch.
6. Pay building permit fees to the Permit Issuance Branch.
7. Building permit is issued.

Download the Restrictive Covenant (*refer to E*). Once completed, submit it to the Permit Issuance Branch, before it is recorded. A building permit will not be issued until this is completed.



After a building permit is issued and construction of an ADU is underway, inspectors will inspect the building, electrical work, and plumbing. Once inspection is completed, the Certificate of Occupancy will be issued.